BY ORDER OF THE COMMANDER
70TH INTELLIGENCE WING

70TH INTELLIGENCE WING INSTRUCTION
10-201

19 MARCH 2002

Operations

COMMAND AND CONTROL RECALL
PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

This instruction implements Air Force Policy Directive 10-2, *Readiness*. This instruction establishes procedures to immediately notify or recall, when situations develop, the military and key civilian personnel. It describes the 70th Intelligence Wing (70 IW) pyramid notification system and provides continuity of command and control in the event of hostile actions, major accidents, enemy action, or natural disasters to the 70 IW, and/or its subordinate Groups and units. All subordinate Groups will establish and maintain a recall program to meet local and Air Force guidance. This publication does not apply to the Air National Guard or Air Force Reserve Command units or members. **Attachment 1** and **Attachment 2** identify the Air Force instructions governing this wing instruction and the general requirements and procedures for all AF members assigned to Ft Meade in the 9800 area.

1. General Information. The pyramid notification system includes only essential and unclassified information; information related to recall is privileged and releasable only on a need-to-know basis. Do not disclose information without the consent of the individual concerned. See AFI 37-132, *Air Force Privacy Act Program*, and AFI 37-131, *Freedom of Information Act Program,* for guidance. Subordinate groups and squadrons are permitted and encouraged to issue their version of an Operating Instruction (OI) to clarify internal procedures that do not require wing-wide standardization. Forward a copy of any Group OI or supplement to 70 IW/XP.

2. Responsibilities:

   2.1. 70 IW :

      2.1.1. Upon initiation of a recall by the 70 IW/CC or designated representative, the Readiness Center will notify all wing 2-letter division chiefs or a designated representative and subordinate groups as required.

      2.1.2. All 70 IW staff and Subordinate group division leaders will ensure their recall rosters are reviewed and updated monthly.

2.1.3. All 70 IW 2-letter offices will ensure their recall rosters are updated, reviewed and forwarded to 70 IW Readiness Center no later than the 5th of each month.

2.1.4. During recalls, all 70 IW 2-Letter offices (DO, XP, SC, LG, PA SE, SF, ME, HC, MO, FM, JA) will report strength accountability numbers to the 70 IW/CCEA at (301) 677-0632 or 0225. 70 IW/CCEA will forward this information to the 694 SPTS/CSS at (301) 677-0232 for inclusion in the overall accountability numbers. Accountability will be submitted at Reference Hour (Hour in which recall was initiated) plus one, (R+1), plus two, (R+2) and plus three, (R+3) or until 100% accountability is obtained.

2.1.5. 70 IW/XP will ensure Battle Staff recall roster is updated, reviewed, and forwarded to 70th IW Readiness Center no later than the 5th of each month.

2.1.6. 70 IW/CCEA will ensure the wing recall rosters are updated and reviewed and forwarded to 70 IW Readiness Center no later than the 5th of each month.

2.2. Develop and Monitor. The 70 IW/XP will develop and monitor the wings pyramid notification system procedures and instructions.

2.3. Group Responsibilities :

2.3.1. The 694 IG recall monitors will forward recall rosters to the 694 SPTS/CSS no later than the 5th of each month. If the 5th is on a weekend or holiday then forward recall rosters on the duty day prior.

2.3.2. During a recall all 694th Intelligence Group staff personnel and squadrons will report strength numbers to the 694 SPTS/CSS at (301) 677-0232 until 100% accountability is obtained.

2.3.3. For the 373 and 543 Intelligence Groups refer to local host and Air Force guidance.

2.4. Each Individual:

2.4.1. Verifies their personal information on the recall diagram and immediately report any changes to their recall coordinator.

2.4.2. Keep a current roster handy.

2.4.3. Relays the pyramid alert message to the next individual on their roster and take the appropriate action required by the alert message.

2.4.4. Report in battle dress uniform (BDU) or appropriate attire for key civilian personnel (if required) to their proper duty section without delay.

3. Reverse Side of Recall Rosters:

3.1. Ensure you put "For official use only and Privacy Act statement" on the center top and bottom of all recall rosters.

3.2. All recall rosters will be dated center top.

3.3. All recall rosters will have a Point of Contact with name and telephone.

3.4. All recall rosters will have Wing/MAJCOM Recall Control Centers telephone numbers.

3.5. See **Attachment 2** for sample of reverse side of all 70 IW recall rosters.

HAROLD J. BEATTY,   Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-2, *Readiness*

AFI 37-131, *Freedom of Information Act Program*

AFI 37-132, *Air Force Privacy Act Program*

Abbreviations and Acronyms

BDU—Battle Dress Uniform

IOC —Information Operations Center

NCOD—Non-Commissioned Officer on Duty

Terms

Essential Personnel—Individuals designated by their commander, director or chief to conduct effective operations.

Key Personnel—Individuals who are necessary to make key decisions for their functional areas.

Pyramid Notification Diagram—The office telephonic network listings known as a recall roster.

Reference Time (RT)—The time 70 IW/RC is initially notified to implement a recall plus the verification time from the originator (for example; 70 IW/RC is notified at 0445, verified order at 0450, reference time is 0450).

RT + 1/2/3 Hours—Time periods after a recall when strength attainment data is reported by the unit orderly rooms (CSS) to the Personnel Readiness Center (694 SPTS/DPM).

Attachment 2

SAMPLE OF REVERSE SIDE OF 70 IW RECALL ROSTERS

A2.1. The following will be used on the back of all 70 IW recall rosters:

FOR OFFICIAL USE ONLY

SUBJECT TO THE PRIVACY ACT OF 1974

PROTECT ACCORDING TO AFI 37-132

1. <u>RECALL PROCEDURES:</u>

a. Upon notification of a recall, contact the next individual(s) in your chain/pyramid and provide the appropriate recall code. If you are unable to reach the first individual, attempt to contact the next person. If the first individual has a pager, you can go back to him/her later as described in item 3 below. After contacting personnel, comply with reporting instructions for the applicable recall code. If reporting to work wear the Battle Dress Uniform (BDU) unless told otherwise. Do not take time to shower, shave, eat, etc.

b. **<u>Recall Codes</u>**.

General Recall—Wing actual recall

Telephone Recall—Wing telephonic test recall

Telephone standby notification—A notification to ready available personnel for a pending recall

Termination Notification—A notification to terminate a notification or recall, particularly a telephone standby notification.

Key personnel only Recall—A recall of specific personnel assigned to an office or section.

2. <u>NOTIFICATION STATEMENTS:</u>

a. <u>For a General recall.</u> "This is (rank/name). A General Recall has been initiated for the 70 IW. Reference time is _____ hours. Report to your duty location after completing any further required notifications."

b. <u>For a Telephone recall.</u> "This is (rank/name). A telephone test notification of the 70 IW pyramid Notification System has been initiated. Record the time you were notified and complete any further required notifications. Personnel **DO NOT REPORT TO WORK**."

c. <u>Telephone Standby Notification</u>. "This is (rank/name) a Telephone standby Notification has been initiated for the 70 IW. Complete any further required notifications and remain near your telephone for further instructions."

d. <u>Key personnel Recall</u>. "This is (rank/name) A Key personnel only recall has been initiated. Only key or essential personnel are affected. Reference time is _____ hours. Report to your duty location after completing any further required notifications."

e. <u>Termination notification</u>. "This is (rank/name) A Termination notification of the (name of previous notification or recall) has been initiated. Complete any further required notifications and resume normal operations."

3. **PAGER INSTRUCTIONS (RECALL ONLY)**: To contact an individual by pager, call the listed pager number and follow

instructions. NOTE: Be sure you've notified the next individual on the recall before you attempt to contact the primary individual by pager.

Phone numbers:
NSA ADVERSE WEATHER
RECORDING 301-688-6511/6711
   70 IW Readiness Center
     301-688-4764/5195/5151
   NCOD
     301-677-0295
   AIA IOC
     Commercial: 210-977-2191
   DSN: 969-2191
   70 IW CC
     301-677-0070

Notes:
Key personnel are identified by a "K" next to their name.
Essential personnel are identified by an "E" next to their name.
Maintain this roster on your person at all times.

4. **SNOW AND HAZARDOUS WEATHER INFORMATION**

You can tune into one of the following radio or television stations for updates:

Radio, Balto. **Area** - WBAL-AM(1090), WPOC-FM(93.1), WIYY-FM(97.9)

Radio, Wash. **Area** - WMAL-AM(630),WTOP-AM(1500),WPGC-FM(95.5),WMZQ-FM(98.7)

TV, Balto. Area - WMAR-TV(channel 2),WBAL-TV(channel 11),WJZ-TV(channel 13)

TV, Wash. Area - WRC-TV(channel 4),WTTG-TV(channel 5),WJLA-TV(channel 7), WUSA-TV(channel 9)

Operating Codes:

Green: Normal work conditions.

Blue: Normal work conditions. Liberal leave is in effect for non-emergency employees.

Yellow: Delayed Opening. All non-emergency employees to report to work after a delay of specified hours.

Orange: Open for Selected Buildings. Normal work schedule for OPS1, OPS 2A/2B, HQS, Tordella buildings ONLY. All other Agency buildings are closed for non-emergency personnel for shift specified (day, eve, mid shift).

Red: Closed. Non-emergency employees are excused for (day, eve, or mid shift).

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